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COST DISTRIBUTION DATA FIELD DESCRIPTIONS

The following are brief descriptions of the data fields used in the cost distribution grid. Many of these fields will be automatically populated when an Index, PCA, Encumbrance, etc., is entered. The application will automatically validate the entry against STARS tables. If the data entry is valid, it will fill in the distribution grid with any available related data from the tables. You can also search or “look up” fields.

The fields in the distribution grid use somewhat different acronyms than data elements in STARS, but they have the same functions:

- [Click here for descriptions of the STARS data elements.](#)
- [Click here for descriptions of STARS encumbrance data elements.](#)

Non-encumbered, IAB	Encumbered, Pre- Encumbered, IAB Encumbered	Description
	Encumb	Encumbrance number
	Sfx	Encumbrance suffix
	BFY	Budget fiscal year Identifies which year to post the transaction.
Amt	Amt	Amount
	Mod	Modifier to finalize the document
Invoice Description	Invoice Description	Description (30 characters) - prints on the warrant
Index	Index	Index
PCA	PCA	PCA (alphanumeric)
TC	TC	Transaction Code

Non-encumbered, IAB	Encumbered, Pre- Encumbered, IAB Encumbered	Description
R	R	Reversal Indicator Will change the debits and credits of a transaction code.
SubObj	SubObj	Subobject Code The payment category such as office supplies, accounting services, etc. Click here for an Expenditure Subobjects Long List.
Dtl	Dtl	Subobject Detail
Grant	Grant	Grant number
Ph	Ph	Grant Phase (alphanumeric)
Project	Project	Project number
Ph	Ph	Project Phase (alphanumeric)
BU	BU	Budget Unit
Fund	Fund	Fund number
Dtl	Dtl	Fund Detail
SecA	SecA	Second Agency Required on transactions when billing another agency or transferring cash to another agency.
Subs	Subs	Subsidiary Identifies subsidiary accounts to track amounts separately by a unique subsidiary number within a general ledger account.
DMI	DMI	Disbursement Method Indicator Used to sort the daily warrants.
RevSub	RevSub	
Dtl	Dtl	
GAAP	GAAP	GAAP indicator Click here for GAAP Closing Procedures

<u>Non-encumbered, IAB</u>	<u>Encumbered, Pre- Encumbered, IAB Encumbered</u>	<u>Description</u>
Location	Location	Location Each agency defines this field as needed to help identify transactions.
Facility	Facility	Facility Each agency defines this field as needed to help identify transactions.
Task	Task	Task Each agency defines this field as needed to help identify transactions.
MPC	MPC	Multi-Purpose Code Each agency defines this field as needed. Also used for MER (miscellaneous encumbrance requisitions) documentation.
CI	CI	Capitalization Indicator Used to post Operating Expenditures (5000 – 5999) to the Fixed Asset System.
PropNo	PropNo	Property Number Required on most Capital Outlay subobjects.
Cmp	Cmp	Component Number Required along with Property Number on most Capital Outlay subobjects.